



Board of Governors of the City of London School for Girls

Date: MONDAY, 5 OCTOBER 2020
Time: 8.30 am
Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members:

Rehana Ameer	Sylvia Moys
Randall Anderson	Dhruv Patel
Peter Bennett	Deputy Richard Regan
Nicholas Bensted-Smith	Professor Anna Sapir Abulafia (Co-optee)
Mark Bostock	Dr. Stephanie Ellington (Co-optee)
Mary Durcan	Soha Gawaly (Co-optee)
Alderman Emma Edhem	Mary Ireland (Co-optee)
Alderman Prem Goyal	Elizabeth Phillips (Co-optee)
Deputy Tom Hoffman	Tim Levene (Ex-Officio Member)
Deputy Clare James	Deputy Philip Woodhouse (Ex-Officio Member)
Shravan Joshi	

Enquiries: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

Next Meeting Date: 11.00am, Monday 7 December 2020

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
<https://youtu.be/a55fxYs2Yjo>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **ORDER OF THE COURT OF COMMON COUNCIL**

Order of the Court of Common Council, 16 July 2020, appointing the Board and setting its Terms of Reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order No. 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order No. 30.

For Decision

6. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 8 June 2020.

For Decision
(Pages 3 - 8)

7. **SUB-COMMITTEE MINUTES**

a) Draft Minutes of the Bursary Committee held on 8 July 2020

To receive the draft public minutes and non-public summary of the Bursary Committee meeting held on 8 July 2020.

b) Draft Minutes of the Finance and Estates Sub-Committee held on 16 September 2020

To receive the draft minutes of the Finance and Estates Sub-Committee held on 16 September 2020.

For Information
(Pages 9 - 14)

8. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 15 - 16)

9. **APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES, AGBIS REPRESENTATIVE AND DESIGNATED ROLES**

Report of the Town Clerk.

For Decision
(Pages 17 - 26)

10. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 27 - 30)

11. **RECOMMENDATION FOR GOVERNOR POLICY REVIEWING AND APPROVING**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 31 - 36)

12. **POLICIES FOR APPROVAL**

Report of the Headmistress of the City of London School for Girls.

The policies for approval (Appendices 1 – 12) can be viewed in the separate appendices pack.

For Decision
(Pages 37 - 38)

13. **CLSG COMPLIANCE UPDATE**

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 39 - 42)

14. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2019/20 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

Report of the Chamberlain.

For Information
(Pages 43 - 78)

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 8 June 2020.

For Decision
(Pages 79 - 84)

19. **NON-PUBLIC SUB-COMMITTEE MINUTES**

- a) Draft Non-Public Minutes of the Bursary Committee held on 8 July 2020.

To receive the draft non-public minutes of the Bursary Committee held on 8 July 2020.

- b) Draft Non-Public Minutes of the Academic Working Party held on 21 September 2020

To receive the draft non-public minutes of the Academic Working Party held on 21 September 2020.

- c) Draft Non-Public Minutes of the Finance and Estates Sub-Committee held on 16 September 2020.

To receive the draft non-public minutes of the Finance and Estates Sub-Committee held on 16 September 2020.

For Information
(Pages 85 – 100)

20. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 101 - 102)

21. **REPORT OF THE HEADMISTRESS**
Report of the Headmistress of the City of London School for Girls.
For Decision
(Pages 103 - 176)
22. **EXAM RESULTS 2020**
Report of the Headmistress of the City of London School for Girls.
For Information
(Pages 177 - 180)
23. **FINANCIAL INFORMATION DASHBOARD**
Joint Report of the Chamberlain and the Bursar of the City of London School for Girls.
For Information
(Pages 181 - 196)
24. **REVENUE OUTTURN 2019/20**
Joint Report of the Chamberlain and the Bursar of the City of London School for Girls.
For Information
(Pages 197 - 206)
25. **CLSG SUMMER WORKS UPDATE**
The City Surveyor to be heard.
For Information
26. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.
For Information
(Pages 207 - 208)
27. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
28. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda - Circulated Separately

29. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 8 June 2020.

For Decision

30. **CONFIDENTIAL OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information

Agenda Item 3

RUSSELL, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 16 th July 2020, doth hereby appoint the following Committee until the first meeting of the Court in April, 2021.
----------------	--

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership (until July 2021)**

ALDERMEN

- 3 Emma Edhem
- 2 Prem Goyal, O.B.E., J.P.

COMMONERS

- 2 (2) Mary Durcan *for two years*
- 12 (4) Clare James, Deputy
- 3 (3) Dhruv Patel, O.B.E., *for three years*
- 3 (3) Peter Gordon Bennett *for three years*
- 2 (2) Mark Bostock *for three years*
- 7 (3) Nicholas Michael Bensted-Smith, J.P.
- 6 (2) Randall Keith Anderson
- 19 (2) Tom Hoffman, M.B.E., Deputy
- 19 (2) Sylvia Doreen Moys, M.B.E.
- 4 (1) Rehana Banu Ameer
- 2 (1) Shravan Jashvantraï Joshi
- 20 (1) Richard David Regan, O.B.E., Deputy

together with :-

Prof. Anna Abulafia
Dr. Stephanie Ellington
Soha Gawaly
Mary Ireland
Elizabeth Phillips
Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Head and, where appropriate, the deputies and the bursar.

Agenda Item 6

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Monday, 8 June 2020

Minutes of the meeting of the Board of Governors of the City of London School for Girls held on Monday, 8 June 2020 at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)	Alderman Prem Goyal
Deputy Clare James (Deputy Chairman)	Deputy Tom Hoffman
Rehana Ameer	Shravan Joshi
Randall Anderson	Sylvia Moys
Peter Bennett	Professor Anna Sapir Abulafia (External Member)
Mark Bostock	Mary Ireland (External Member)
Mary Durcan	Deputy Philip Woodhouse (Ex-Officio Member)
Alderman Emma Edhem	

Officers:

Rofikul Islam	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Chloe Rew	- Town Clerk's Department
Chandni Tanna	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Bukola Soyombo	- Chamberlain's Department
Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Susie Gilham	- Deputy Head (Pastoral)
Justine Venditti	- Senior Deputy Head (Staff)

Also Present:

Deputy Brian Mooney	- Chief Commoner
---------------------	------------------

1. APOLOGIES

Apologies for absence were received from Tim Levene.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations of interest.

3. MINUTES

In considering Minute 9: Compliance Update, the Bursar confirmed that work to close outstanding audit recommendations remained on track and was anticipated to be completed in early Autumn 2020. Work to ensure the School was compliant in the areas of health and safety and fire safety was ongoing and a written update would be circulated to the Board of Governors at the end of June 2020.

RESOLVED – That the minutes of the previous meeting be approved as an accurate record.

4. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining Outstanding Actions.

It had not been possible to arrange visits to the School during the Summer 2020 Term due to the COVID-19 pandemic, but Governors were requested to make arrangements for Autumn 2020 Term visits with the Assistant Head, Teaching, Learning and Research. The detailed Risk Register incorporating a new risk around Tier 2 and Tier 4 visa applications would be circulated to the Board of Governors following the meeting.

RESOLVED – That the Outstanding Actions report be noted.

5. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Board heard the Chairman requesting consideration be given to the appointment of two Co-opted Governors.

RESOLVED – That Dr. Stephanie Ellington and Elizabeth Phillips be reappointed to the Board for further four-year terms expiring 1 July 2024.

6. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress who provided an update on forthcoming events, including Governors' visiting days, lettings, repairs and maintenance works, staff training and partnerships and outreach with other schools and the following points were made:

- A series of events were planned for the Autumn 2020 Term but a number of these might be delivered virtually if social distancing restrictions remained in place. Lettings on the school site were similarly limited by social distancing restrictions and whilst repairs to the swimming pool had been completed, it could not be put back in use until Government restrictions had been lifted.
- 20 out of 24 Year 6 pupils had now returned to the School and were grouped in protective bubbles. The majority of pupils arrived between 10.00-10.45am to avoid peak travel times on public transport; however, wraparound care was in place for pupils arriving earlier, including vulnerable pupils and those whose parents were key workers. Work was underway to explore how the School would operate on-site and virtual learning in parallel to all pupils from the start of the 2020/21 academic year as it would be impossible to accommodate all pupils on the School site with current social distancing measures in place. In response to a question from a Governor, the Headmistress advised that of the four Year 6 pupils who had chosen not to return to the School for the remainder of the Summer 2020 Term, three were moving onto other schools and one was currently living abroad.

- A Governor queried whether support was in place for pupils reporting any health concerns or safeguarding issues whilst learning was being delivered virtually. The Headmistress confirmed that a full range of support was in place for any pupil for whom concerns were identified and that this included the resources of the Pastoral Team. A full update on safeguarding would be given later in the meeting.

RESOLVED – That the report be noted.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were two items of urgent business.

The Headmistress advised Governors that a number of pupils and alumni had approached the School regarding the recent Black Lives Matters protests. The School had written to pupils, parents, alumni and staff to reassure them of the School's commitment to equality and a copy of the letters sent would be provided to Governors following the meeting. The Pastoral Team was developing a survey in partnership with pupils that would gather the feelings, experiences and thoughts of the whole school community on this key issue. A virtual open door had been introduced via which pupils could discuss their concerns with the Headmistress at any time. A Governor was pleased to note the involvement of pupils in developing the survey and emphasised the need for the School's response to be shaped by its student body.

Governors were advised that meeting dates of the Board of Governors for the forthcoming academic year were scheduled as follows:

- 11.00am, Monday 5 October 2020
- 11.00am, Monday 7 December 2020
- 11.00am, Thursday 11 March 2021
- 11.00am, Thursday 10 June 2021

9. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

10. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the previous meeting be approved as an accurate record.

11. NON-PUBLIC OUTSTANDING ACTIONS

The Board considered a report of the Town Clerk outlining non-public Outstanding Actions.

12. REPORT OF THE HEADMISTRESS

The Board approved the report of the Headmistress which provided information on non-public matters in relation to the School.

13. **ANNUAL SAFEGUARDING REPORT**

The Board considered a report of the Headmistress presenting the annual safeguarding report of the School.

14. **FINANCIAL INFORMATION DASHBOARD**

The Board considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.

15. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a report of the Chamberlain on the Cash available in the School's charity: The City of London School for Girls Bursary Fund Incorporating the City of London School for Girls Scholarships and Prizes Fund.

16. **REPORT ON ACTION TAKEN**

The Board received a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of urgent business.

a) **CLSG DETAILED RISK REGISTER**

The Board considered a report of the Bursar presenting the CLSG Detailed Risk Register.

19. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the previous meeting be approved as an accurate record.

20. **ANNUAL SAFEGUARDING REPORT - EXTRACT FROM NON-PUBLIC REPORT**

The Board considered confidential appendices of the report of the Headmistress.

21. **IT OPERATIONS REPORT**

The Board considered a confidential joint report of the Headmistress and the Head of the City of London School on IT Operations.

The meeting ended at 12.52 pm

Chairman

Contact Officer: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

This page is intentionally left blank

**BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF
LONDON SCHOOL FOR GIRLS
Wednesday, 8 July 2020**

Minutes of the meeting of the Bursary Committee of the Board of Governors of the City of London School for Girls virtually on Wednesday, 8 July 2020 at 5.00 pm

Present

Members:

Nicholas Bensted-Smith (Chairman)
Deputy Clare James
Randall Anderson

Officers:

Alan Bubbear	- Bursar, City of London School for Girls
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
James Hewett	- Chamberlain's Department
Bukola Soyombo	- Chamberlain's Department (for items 1-6)

1. APOLOGIES

There were no apologies.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED - That the public minutes and summary of the meeting held on 20 June 2019, be approved as a correct record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

7. NON-PUBLIC MINUTES

RESOLVED - That the non-public minutes and summary of the meeting held on 20 June 2019, be approved as a correct record.

8. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the outstanding actions of the sub-committee.

9. **BURSARY APPLICATION AND CASH FLOW FORECASTS**

Governors considered a joint report of the Chamberlain and the Headmistress of the City of London School for Girls, regarding four hardship bursary applications and the Bursary Fund's cash flow forecast.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

The meeting ended at 5.49 pm

Chairman

**Contact Officer: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk**

**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON SCHOOL FOR GIRLS
Wednesday, 16 September 2020**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls held via Microsoft Teams on Wednesday, 16 September 2020 at 11.00 am

Present

Members:

Peter Bennett (Chairman)
Nicholas Bensted-Smith
Alderman Emma Edhem

Officers:

Jenny Brown	- Headmistress
Jane Elliott-Waine	- Compliance Manager
Katie Kerr	- Bursar
Shyrose Mitha	- Finance Manager
Mark Smith	- Facilities Manager
Kerry Nicholls	- Town Clerk's Department
James Gibson	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Jonathan Cooper	- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Mark Bostock, Alderman Prem Goyal and Deputy Clare James.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 14 February 2020 be approved as an accurate record.

4. PUBLIC OUTSTANDING ACTIONS

Governors considered a report of the Town Clerk outlining Outstanding Actions.

With regard to the proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds, the Group Accountant advised that due consideration would need to be given to a number of factors, including the objectives of the two funds. An update would be provided to the Finance and Estates Sub-Committee when this work had been completed.

RESOLVED, that the Outstanding Actions report be noted.

5. SCHEDULE OF STANDING ITEMS

Governors considered a report of the Town Clerk outlining the Schedule of Standing Items.

RESOLVED, that the Schedule of Standing Items be noted.

6. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2019/20 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND

Governors considered a report of the Chamberlain presenting the draft annual report and financial statements 2019/20 of the City of London School for Girls' Bursary Fund, incorporating the City of London School for Girls Scholarships and Prizes fund.

The Group Accountant advised that as the draft annual report and financial statements were for the 2019/20 financial year, they showed only a limited impact from the COVID-19 pandemic; however, the economic uncertainty arising from the pandemic had impacted the value of invested funds.

RESOLVED, that the report be noted.

7. COVID-19 - IMPACT ON INVESTMENT INCOME IN THE SCHOOL'S BURSARY FUND CHARITY

Governors considered a report of the Chamberlain outlining the impact of the COVID-19 pandemic on investment income in the School's Bursary Fund Charity.

Whilst investment income was projected to reduce by approximately 24% during the 2020/21 financial year, this made up only a small part of the overall income of the School's Bursary Charity and was not anticipated to impact the financial viability of the charity. The City's investment consultant was not advising the City's charities to disinvest funds at this time as it was anticipated that the value of investments would recover over the short to medium term.

RESOLVED, that the report be noted.

8. CLSG COMPLIANCE UPDATE

Governors considered a report of the Headmistress providing an update on compliance matters at the City of London School for Girls.

In response to a query by the Chairman, the Bursar confirmed that the majority of amber actions within the Fire Risk Assessment had been completed and that documentation was awaited to allow final sign-off of these actions. Staff training in Fire Safety Policy and Procedures remained a key priority and if City of Corporation training could not be delivered within the identified timescale, the School would buy in a suitable external course for which a Governor suggested that a fixed date be identified. The Governor underlined the need for the

School to make the Internal Audit Team aware that all necessary work had been completed.

RESOLVED, that the current position be noted.

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other urgent business.
11. **EXCLUSION OF THE PUBLIC**
RESOLVED, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.
12. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 14 February 2020 be approved as an accurate record.
13. **NON-PUBLIC OUTSTANDING ACTIONS**
Governors considered a report of the Town Clerk outlining non-public Outstanding Actions.
14. **MANAGEMENT OF ARREARS OF FEES AT CLSG**
Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls.
15. **REVENUE OUTTURN 2019/20**
Governors considered a joint report of the Chamberlain and the Bursar outlining the revenue outturn 2018/20 for the City of London School for Girls.
16. **CLSG SUMMER WORKS UPDATE**
Governors heard an update from the City Surveyor on City of London School for Girls' Summer Works.
17. **FINANCIAL INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other urgent business.

20. **CONFIDENTIAL MINUTES**

RESOLVED, that the confidential minutes of the meeting held on 14 February 2020 be approved as an accurate record.

The meeting ended at 12.38 pm

Chairman

Contact Officer: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

**CITY OF LONDON SCHOOL FOR GIRLS
Board of Governors – Outstanding Actions (Public)**

Action Number	Date	Action	Responsible Officer	Progress Update
1/20/BG	19 March 2020	Governor visits to be arranged for the Summer 2020 term.	All Governors	Governors were requested to contact the Assistant Head, Teaching, Learning and Research to arrange Autumn 2020 term visits.
2/20/BG	19 March 2020	An update on work to close the outstanding audit recommendations of the City of London School for Girls to be reported to future meetings of the Board of Governors.	Compliance Manager	Updates to be reported when available.
4/20/BG	19 March 2020	A risk to be added to the detailed Risk Register around Tier 2 and Tier 4 visa applications.	Compliance Manager	To be actioned.
7/20/BG	8 June 2020	A written update on work to ensure the School was compliant in the areas of health and safety and fire safety to be circulated to the Board of Governors.	Compliance Manager	To be actioned.
7/20/BG	8 June 2020	A copy of the letters sent to pupils, parents, alumni and staff in response to the Black Lives Matter protests to be circulated to Governors.	Clerk	Completed.

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Appointment of Sub-Committees and Working Parties, AGBIS Representative and Designated Roles	Public
Report of: Town Clerk	For Decision
Report author: Kerry Nicholls, Town Clerk's Department	

Summary

This report requests Governors appoint the School's representative to the Association of Governing Bodies of Independent Schools and agree Governors' designated roles for the 2020/21 academic year. This report also gives Governors the opportunity to review the composition, terms of reference and membership of its Committees and Working Parties and refresh them for the 2020/21 academic year.

Recommendations

That Members,

- Appoint the School's representative to the Association of Governing Bodies of Independent Schools for the 2020/21 academic year.
- Agree Governors' designated roles for the 2020/21 academic year.
- Consider and approve the terms of reference of the Committees and Working Parties of the Board.
- Appoint the membership of those Committees and Working Parties for the 2020/21 academic year.

Main Report

Background

1. This report requests Governors appoint the School's representative to the Association of Governing Bodies of Independent Schools and agree Governors' designated roles for the 2020/21 academic year. This report also asks Governors to consider the appointment, terms of reference and composition of the Board's Bursary Committee, Reference Sub-Committee, Working Parties and Teachers Pay Panel.

Association of Governing Bodies of Independent Schools (AGBIS)

2. The Association of Governing Bodies of Independent Schools (AGBIS) supports and advises governing bodies of schools in the independent sector on all aspects of governance, under the umbrella of the Independent Schools Council.
3. During the 2019/20 academic year, the School's representative to AGBIS was Nicholas Bensted-Smith.
4. **The Board is asked to appoint the School's representative to AGBIS for the 2020/21 academic year.**

Governors' Designated Roles

5. Individual Governors are responsible for overseeing particular areas of the School. During the 2019/20 academic year, responsibilities were allocated as follows:

Randall Anderson	Compliance
Sylvia Moys	Creative Arts
Deputy Richard Regan	Extra-curricular
Soha Gawaly	Fundraising
Peter Bennett	Health and Safety
Professor Anna Sapir Abulafia	Humanities
Rehana Ameer	IT
Emma Edhem	Modern Foreign Languages
Deputy Tom Hoffman	PE
Elizabeth Phillips	Prep School
Mary Ireland	Safeguarding
Dhruv Patel	SEND
Dr Stephanie Ellington	Sixth Form and Careers
Deputy Clare James	STEM
Mary Ireland	Teacher Recruitment
Alderman Prem Goyal	Wellbeing

6. **The Board is asked to agree Governors' designated roles for the 2020/21 academic year.**

Bursary Committee

7. There are a number of different awards provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee is concerned with applications for 'Hardship Bursaries' to pupils where the parents or carers fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three terms' assistance).

8. The membership of the Bursary Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors who act as its Chairman and Deputy Chairman.
- 9. The Board is asked to appoint up to five other Governors to the Bursary Committee.**

Finance and Estates Sub-Committee

10. The purpose of the Finance and Estates Sub-Committee is to monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions. The Sub-Committee also considers arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.
11. The membership of the Finance and Estates Sub-Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors; however, the Chairman of the Board of Governors should not be appointed Chairman of the Finance and Estates Sub-Committee (as per AGBIS guidelines).
- 12. The Board is asked to appoint up to seven other Governors to the Finance and Estates Sub-Committee and appoint its Chairman.**

125th Anniversary Working Party

13. This Working Party of the Board is responsible for overseeing arrangements for the celebration of the City of London School for Girls' 125th anniversary in 2019.
- 14. The Board is asked to consider whether the 125th Anniversary Working Party should be disbanded at this time. If the decision is that the Working Party be reconvened, the Board is asked to appoint up to three Governors to the 125th Anniversary Working Party and appoint its Chairman.**

Academic Working Party

15. This Working Party of the Board is responsible for overseeing all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.
- 16. The Board is asked to appoint up to seven Governors to the Academic Working Party and appoint its Chairman.**

Teachers' Pay Panel

17. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

18. Governors are asked to note the composition, purpose and schedule of the Teachers' Pay Panel set out in the appendix.

Appendices

- Appendix 1 – Composition, Terms of Reference and Current Memberships of Committees and Working Parties.

Kerry Nicholls

Town Clerk's Department

E: kerry.nicholls@cityoflondon.gov.uk

TERMS OF REFERENCE

Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Head of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes: -

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

PROVIDED ALWAYS that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

2019/20 Membership

- Nick Bensted-Smith (Chairman)
- Deputy Clare James (Deputy Chairman)
- Randall Anderson
- Deputy Richard Regan

Finance and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls; and,
- Up to seven other Governors appointed by the Board of Governors.

All Governors on the Board are eligible to serve.

The Chairman of the Finance and Estates Sub-Committee should not be the Chairman of the Board (as per AGBIS guidelines) and will be appointed by the Board.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Governors present at the meeting and voting.

Terms of Reference

To monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions.

To consider arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

To meet four times each academic year sufficiently in advance of Board of Governors' meetings to report on any matters that need agreement.

Membership

- Peter Bennett (Chairman)
- Randall Anderson
- Nicholas Bensted-Smith
- Mark Bostock
- Alderman Emma Edhem
- Alderman Prem Goyal
- Deputy Clare James
- Deputy Richard Regan

125th Anniversary Working Party

Composition

- Three Governors
- Headmistress
- Up to two representatives of the Friends of the City of London School for Girls
- Up to two representatives of the City of London Old Girls' Association

Terms of Reference

To oversee arrangements for the celebration of the City of London School for Girls' 125th anniversary in 2019.

2019/20 Membership

- Nicholas Bensted-Smith
- Deputy Clare James
- Soha Gawaly

Academic Working Party

Composition

- Seven Governors
- Headmistress
- Deputy Heads (to attend as required)

Terms of Reference

To oversee all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.

2019/20 Membership

- Elizabeth Phillips (Chairman)
- Nick Bensted-Smith
- Alderman Emma Edhem
- Dr Stephanie Ellington
- Mary Ireland
- Deputy Clare James
- Jenny Brown (Headmistress)
- Neil Codd (Deputy Head, Academic)
- Susie Gilham (Deputy Head, Pastoral)
- Justine Venditti (Senior Deputy Head, Staff)

Teachers' Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary; however, the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

- One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and,
- The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources; and,
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

- To approve any pay award that will apply to the teachers' main grade and all teachers' management grades; and,

- Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

- Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.
- Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.
- Teachers' Pay Panel will usually meet in March.
- Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Report of the Headmistress (Public)	Public
Report of: Headmistress of City of London School for Girls	For Information
Report author: Jenny Brown, Headmistress	

Summary

Public report of the Headmistress of the City of London School for Girls.

Recommendation

The Board of Governors is asked to note the report.

Main Report

Forthcoming Events (up to the end of Autumn Term)

6 th October	Virtual 11+ Admissions Event
8 th October	Y13 Virtual Parents Breakfast
8 th October	Virtual Bursary Event
9 th October	Closing date for 7+ & 16+ registration
15 th October	Virtual 11+ Admissions Event
16 th October	House Drama – Film Competition
16 th October	Scholars Concert
19 th – 30 th October	HALF TERM
2 nd November	Full staff training with John Amaechi
3 rd November	16+ Entrance Exam
3 rd November	City of London Schools Conference (virtual)
5 th November	Y13 MMI Workshop
5 th November	Y7 Challenge
5 th November	Virtual 11+ Admissions Event
6 th November	Prep Friends Committee Meeting
6 th November	Young Musician Competition
9 th November	Closing date for 11+ registration
10 th November	ABRSM Theory Exams
11 th November	Y9 Challenge
11 th - 13 th November	7+ Entrance Exam (Prep School closed)
12 th November	Y7 Parents Evening
16 th November	16+ Interviews
16 th November	Autumn Concert
18 th November	Y12 Parents Evening
20 th November	ABRSM Practical Exams

23 rd – 27 th November	Senior School Drama Performance of <i>The Tempest</i> in promenade around the Barbican
23 rd -27 November	11+ Admissions Assessments
26 th November	Y7 Challenge
30 th November – 10 th December	Y11 Mock Exams
30 th November	Outcome of 7+ first assessment
1 st December	Y13 Interview results
1 st December	Y10 Parents Evening
1 st December	16+ Offer of places
3 rd December	Senior School Carol Service
3 rd December	Y8 Talk – City Girls in Science
6 th December	Prep Winter Showcase Performance (continuing remotely throughout the week)
7 th December	16+ Offer holders morning
8 th – 10 th December	Y8 Production <i>The Lion, The Witch and the Wardrobe</i>
10 th December	Mission Fete
10 th December	House Quiz
11 th December	Term Ends at 12pm

The Board of Governors is asked to note that due to the current C-19 situation, events up to the end of term are included but are subject to last minute change and adjustment. Many events have been moved to a virtual stage but not all are conducive to this format. Planning for the Spring Term is tentative and the school will send governors an update of forthcoming events for the Spring Term towards the end of the year.

Prize Giving has sadly been cancelled this year but we are delighted to be offering girls a ceremony in the form of a virtual package, featuring video presentations from the Lord Mayor and Headmistress, musical accompaniment from the choir and letters from the school and the Chairman.

Educational visits are not currently taking place, apart from the compulsory Geography field trip which is local to Stratford.

Governors' visits will be taking place via a virtual tour and remote observations and are in the process of being arranged.

School assemblies are taking place virtually with live musical accompaniment and input from the Head Girl Team and Senior Committee. Careers talks and applications processes for the UK and US universities are taking place and the Head Girl Team have arranged a series of Open Door meetings in lieu of School Council.

COVID restrictions mean our usual talks and events have to be reimagined, but there is still lots of enthusiasm amongst both students and staff for celebrating Black History Month this year. While recognising the tension around the idea of having a separate month to celebrate Black History and culture, it provides a chance to demonstrate to students that we have heard what they told us in May and that we are committed to change. Departments are already working on ideas to

mark BHM in their subject areas. Students will deliver an assembly on the 29th September to launch the month, and as I write a schedule of events is being drawn together.

House Drama has moved on screen. In place of the staged plays, each house will deliver a 10-minute film which will be shown and judged on Friday 16th October. The Drama Department has been leading a series of filmmaking workshops to support the move to digital in performing arts. The judge for the competition is Tom Hooper (Director of Cats, Les Miserables and The Kings Speech). Governors are welcome to attend if they would like.

Summer Works

A brief update of the works at schools as follows:

Easter Works 2019: Completed
Roofing works Phase 2: Completion on 9th October 2020
Fire Doors Phase 2: Completed
Key Suiting phase 1: October 2020
Window Replacement: Snagging due 9th October 2020
Electrics main hall: October Half Term completion
BMS system: October Half Term
Heating in Prep: October Half Term
Electrical Distribution Board in Prep: Completed

2020 Leavers – Destinations and Gap Years

There were 80 Year 13 leavers in 2020, 56 of whom are planning to begin university in the UK in 2020, two of whom will begin Art Foundation courses and six of whom will be studying abroad. Sixteen girls are taking gap years.

Eleven of the Year 13 leavers have places at Cambridge and four have places at Oxford for a variety of courses. One Year 14 applicant also has a place at Cambridge.

The international universities that girls have places at are: Barnard (USA), Harvard (USA), Chicago (USA), Stanford (USA) McGill (Canada) and École Polytechnique (France)

Sixteen students are taking gap years and six of these have already secured university places for 2021, 5 in the UK and 1 in the USA. The other 10 are making Year 14 applications.

There are five medics who secured university places this year (two at Murray Edwards, Cambridge, and the others at Imperial, Bristol and St George's) and two Year 14 girls who will be studying Medicine as well, both at King's College London.

There were twelve girls who applied this year as Year 14 students as well as one Year 15 and one Year 16 and they have all secured university places for 2019.

This year there are sixteen leavers taking gap years and all have plans including virtual work placements, volunteering abroad and travel. (subject to C19 restrictions allowing for this)

Lettings

There are currently no lettings taking place at school.

Appendices

- None

Jenny Brown

Head

T: 0207 847 5526

E: headmistress@clsq.org.uk

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Recommendation for Governor Policy Reviewing and Approving	Public
Report of: Headmistress of City of London School for Girls	For Decision
Report author: Justine Venditti, Senior Deputy Head	

Summary

This report sets out the findings of a review by the Compliance Manager of the policy schedule currently submitted to the Board of Governors.

Recommendation(s)

Members are asked to:

- Approve the updated schedule for Governor Policy Reviewing and Approving

Main Report

Background

1. The Compliance Manager, Jan Jane Elliott-Waine, was asked to review the policies that are currently submitted to the Board of Governors.

Her review was based on information gathered from the:

- AGBIS Governor Policy Checklists
- DfE Guidance - Statutory Policies for Schools
- DfE Guidance for Independent Schools – The Independent Schools’ standards
- Review of the content within our documents (who they relate to)
- Assessment of what other Independent Schools’ approvals look like (where possible from their websites)
- Best practice.

It is envisaged that this review by the Compliance Manager will be ongoing as changes are published by relevant bodies that affect school operations.

Annual Review

2. The DfE guidance recommends that schools’ main policy documents are reviewed annually, or sooner when there is change in law or circumstance, but not all require

the same level of approval. Jane has used this guidance to make the recommendation on which require annual approval. These are mainly the documents relating to health and safety and the day-to-day management of core school functions.

3-Year Review

3. Documents highlighted as requiring 3-year approval are either:

- not specifically mentioned in the DfE Guidance / ISI / AGBIS,
- have no set review or approval criteria,
- are documents that sit under the Corporation of London policies that are already approved by the Town Clerk.

We recommend that these are presented to the Board 3-yearly and where applicable we consider the possibility of delegated authority to other relevant committees that Governors attend.

However, some of these documents may still require annual internal review, for example for operational reasons. This would be undertaken by SMT.

Policies Changing to Protocols or Procedures

4. The final proposed change is a suggestion of documents which could be renamed to procedures, protocols or guidance and generally provide step by step guidance on how a policy is to be implemented or contain general information that governors should not need to approve.

These could be signed off by designated members of SMT, Headmistress or Bursar depending on their relevance. However, should there be a considerable change in guidance which affects the procedures, they would return for board approval.

Table of Suggestions

5. The table below shows the suggestions:

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Pupil Supervision Policy*	3		3	-	Oct-20	Jun-19
Predicted Grades Policy	3		3		Oct-20	Dec-17
Fire Safety Policy and Procedures*	3	1			Oct-20	Jan-17
Health, Safety and Wellbeing Policy*	2	1			Oct-20	Feb-17
Safeguarding and Child Protection Policy*	1	1			Oct-20	Jun-19
Annexes to S and CPP*	1	1			Oct-20	Insp 2018

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Special Educational Needs & Disabilities Policy*	3	1			Oct-20	Oct-20
English as an additional Language Policy*	3	1	-	-	Oct-20	Oct-20
ICT and eSafety Policy and Annexes*	3	1			Oct-20	Oct-18
Pupils' Use of ICT	3	1			Oct-20	Oct-15
Missing Child Policy*	3	1			Oct-20	Jan-17
Anti-bullying Policy*	3	1			Oct-20	Jun-19
Admissions Policy *	3	1			Oct-20	Jun-19
Recruitment Policy*	3	1			Dec-20	
Physical Contact and Restraint Policy	3		3		Dec-20	Jan-17
Security Access Control Workplace Safety and Lone Working Policy	3		3		Dec-20	Feb-17
Accessibility and SENDA Policy*	3		3		Dec-20	Dec-18
Collective Worship Policy*	3		3		Dec-20	Jun-16
Pastoral Care, Discipline & Exclusions Policy*	3	1			Dec-20	Jan-17
Pupils' Mental Health Policy	3	1			Dec-20	Jun-17
Record Keeping	3		3		Mar-21	Oct-17
Internal Assessment Appeals Policy & Procedure	3		3		Mar-21	Oct-17
Exam Policy	3		3		Mar-21	Feb-18
Privacy Notice*	3	1			Mar-21	Jun-19
Pupil Equal Opportunities Policy*	3	1			Mar-21	Dec-17
Behaviour Management Policy*	3	1			Mar-21	Jun-18
Attendance Policy*	3	1			Mar-21	Oct-18
Complaints Policy & Procedure for Parents and Pupils (3 Schools) *	3	1			Mar-21	Dec-18
PSHCEE Policy*	3	1			Mar-21	Jun-19
Medical Conditions policy*	3	1			Jun-21	Jun-20
Medical policy*	3	1			Jun-21	Jun-20
Careers Policy*	3	1			Jun-21	Jun-20
Curriculum Policy*	3	1			Jun-21	Jun-20
International Policy*	3		3		Oct-21	Oct-18
NQT Induction Policy	3		3		Dec-21	Dec-18

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Drugs & Substance Abuse Policy	3		3		Jun-22	Mar-20
Relationship and Sex Education Policy*	3	-	3	-	Jun-22	Jun-20
Educational Visits Policy* (including safety and supervision on school journeys)	3		3		Mar-23	Mar-20
First Aid Policy*	3		3		Jun-23	Jun-20
School Staff Development and Induction Policy	3		3		Jun-23	Jun-20
Bereavement Policy	N/A		3		Jun-23	Jun-20
Contingency Plan (CoL) Full Review 2020	3		3		Set by CoL	Oct-17

Policies written in orange denote those required for inspection. Those with a * are on our website.

The following policies are those we suggest are renamed as procedures, protocols or guidance.

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Protection of Personal Property and Dealing with Theft in School (join with Pupil Searches below)	3			SMT	Dec-20	Feb-17
Pupil Searches and Confiscation of Property	3			SMT	Dec-20	Oct-17
Intimate Care Protocol	3			SMT	Oct-20	Jun-17
Display Policy	3			SMT	Oct-20	Jun-17
Parents who are Separated or Divorced – Provision of Information Policy	3			SMT	Oct-20	Jun-17
Lettings Policy	3			SMT	Oct-20	Oct-18
Risk Assessment Guidance	3			SMT	Sep-20	Jun-19
Personal Development and Appraisal Policy	3			SMT	Dec-20	Dec-19
Catering and Food Hygiene Policy	3			SMT	Mar-21	Mar-20
Swimming Pool Safety Policy	3			SMT	Mar-21	Mar-20

Appendices

- None

Justine Venditti

Senior Deputy Head CLSG

T: 020 7847 5513

E: VendittiJ@clsg.org.uk

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Policies for Approval	Public
Report of: Headmistress of City of London School for Girls	For Decision
Report author: Justine Venditti, Senior Deputy Head	

Summary

This report presents policies for review and approval by the Board of Governors.

Recommendation(s)

The Board of Governors is requested to approve the following policies:

- Safeguarding and Child Protection Policy – *a change of personnel for one of the Deputy DSLs*
- Pupil Supervision Policy – *some C19 arrangements are reflected in blue*
- Predicted Grades Policy – *no changes*
- Fire Safety Policy and Procedures – *a complete rewrite by Jane Elliott-Waine, Compliance Manager*
- Health, Safety and Wellbeing Policy – *a complete rewrite by Jane Elliott-Waine, Compliance Manager*
- Special Educational Needs & Disabilities Policy – *updated as necessary*
- English as an additional Language Policy – *updated as necessary*
- ICT and eSafety Policy and Annexes – *updated as necessary*
- Pupils' Use of ICT - *updated as necessary*
- Missing Child Policy - *updated as necessary*
- Anti-bullying Policy - *updated as necessary*
- Admissions Policy – *a C19 addendum included*

Appendices* (*see separate policies agenda pack)

- Appendix 1 – Safeguarding and Child Protection Policy
- Appendix 2 - Pupil Supervision Policy
- Appendix 3 - Predicted Grades Policy
- Appendix 4 - Fire Safety Policy and Procedures
- Appendix 5 - Health, Safety and Wellbeing Policy
- Appendix 6 - Special Educational Needs & Disabilities Policy
- Appendix 7 - English as an additional Language Policy
- Appendix 8 - ICT and eSafety Policy and Annexes
- Appendix 9 - Pupils' Use of ICT
- Appendix 10 - Missing Child Policy
- Appendix 11 - Anti-bullying Policy
- Appendix 12 - Admissions Policy

Justine Venditti
Senior Deputy Head CLSG

T: 020 7847 5513
E: VendittiJ@clsg.org.uk

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: CLSG Compliance Update	Public
Report of: Headmistress of City of London School for Girls	For Information
Report author: Jane Elliott-Waine, Compliance Manager (CM)	

Summary

This report provides members of the Board of Governors with an update on Compliance matters at City of London School for Girls.

Outlined in the report is the continuing scope of work to ensure that levels of compliance are well co-ordinated across key areas of the schools function including meeting the requirements of health and safety, fire safety, risk management, Independent Schools Standards Regulations, policy reviews and the our approach to manage the risks of the Covid 19 pandemic.

Recommendation(s)

We ask the Board of Governors to note the current position.

Main Report

COVID

1. Background

The School reacted swiftly to the challenges of the current pandemic. A thorough risk assessment was completed for the phased reopening and in line with Government Covid Strategy a separate Whole School Reopening Risk Assessment was produced prior to September. This outlines our approach to managing the risks that cannot be mitigated and will continue to be regularly reviewed.

2. Current state of play

We continue to closely monitor Government, Department of Education and Health and Safety Executive advice and guidance, our approach is continuously reviewed to ensure we remain agile to this constantly changing situation. Covid has had an understandable knock on effect to other aspects of school operations, namely completion of actions from audit reports, see below.

3. Anything we are asking their guidance/approval on?

Whilst we fully appreciate the implications of not meeting audit targets some flexibility with timescales from CoL departments would be appreciated to reduce pressure on staff and resources at this time.

Audits

1. Background

The School has received three audit reports related to health and safety in the last year and we are addressing recommendations arising, this includes:

- Fire risk assessment November 2019
- CoL Fire Safety Compliance Audit Sept 2019
- CoL Health and Safety Audit report July 2019

2. Current state of play

Action plans are in place for the three received audits and progress has been made on each. The main high risk items have been completed, however, it should be noted that progress has been slower than envisaged due to staff access to the building during lockdown, staff working remotely, and resources diverted to other tasks i.e. making the school Covid safe.

Training of staff has been highlighted on each of the reports and obtaining appropriate evidence has been challenging, including accessing CoL training records. However, progress has been made, we have obtained initial reports and can start to work through the gaps identified but we will require additional resources to move forward with compliance.

3. Plan for addressing remaining risks

All outstanding actions are being acted upon and additional works are taking place over half term. To accelerate completion a more structured approach by Senior Leaders, including action audit reviews and inclusion of health, safety and fire reports and action plans on the Health and Safety Committee will assist in driving the process forward in the future.

Work between the CM and the HR Team at CLS needs to be replicated at CLSG to improve evidence of compliance with CoL induction and training requirements as well as legal H&S training obligations.

Improved use of the risk register, particularly regarding the premises and outstanding actions from the fire risk assessment should be used to cascade risks that are not able to be sufficiently managed due to lack resources.

4. Anything we are asking their guidance/approval on?

It is envisaged that staffing levels will continue to be a challenge within the Facilities Team to complete actions from the current audits and any further actions arising from internal health and safety inspections and audits.

To improve training of staff and record keeping additional resources, time and budgets will be required to reach a base line standard.

Resources are required to improve levels of compliance across the areas mentioned above and it is envisaged that extra staff and additional budgets will be required to assist CLSG meet its targets. An additional dedicated budget for health and safety for appropriate targeted projects would assist in accelerating improvements.

Review of Policies and Procedures

1. Background

A review has been undertaken regarding the current Board policy approval process. The review was based on information gathered from the AGBIS Governor Policy Checklists, DfE Guidance - Statutory Policies for School, DfE Guidance for Independent Schools – The Independent Schools Standards, review of the content within our documents (who they relate to), assessment of what other independent schools approvals look like (where I can, from their websites) and best practice. Part of my remit was to attempt to align CLS and CLSG policies and procedures where practicable, this work is proceeding.

2. Current state of play

The Senior Deputy Head has submitted her report to changes to the policy approval process and schedule mentioned above. Where possible we are reviewing our documents with those at CLS, and visa versa, to support the ongoing partnership and collaborative working but also making sure that the uniqueness of the schools is maintained.

The following Health and Safety documents have been rewritten to ensure they are fully compliant with statutory requirements as well as in line with CoL own policies:

- Health and Safety Policy
- Fire Safety Policy and Procedures
- Medical conditions, Medicines and Infections Control Policy
- First Aid Policy
- Risk Assessment Guidelines

Additional content within the health and safety policy outlines a new approach to safety management along with a system of proactive monitoring that is required to provide assurance to senior leaders and the BoG that we are adhering to our own policies and procedures and those of the Corporation. Once approved it will be essential that staff are updated on the changes to these documents and that individual responsibilities are communicated and understood through training.

The Compliance Manager continues to work closely with the Senior Deputy Head and with the creation of the Inspection Committee we are working through actions to ensure we are inspection ready.

3. Anything we are asking their guidance/approval on?

Note current position.

Risk Register

1. Background

Outstanding action for a risk to be added to the detailed Risk Register around Tier 2 and Tier 4 visa applications.

2. Current state of play

This was not actioned or communicated by the outgoing Bursar, new Bursar and CM will need to investigate reasons for its inclusion on the Risk Register and if deemed a perceived risk will update the Risk Register accordingly.

3. Anything we are asking BoG guidance/approval on?

Clarification on the reasons for possible inclusion of Tier 2 and Tier 4 visa applications on the Risk Register, what was the cause, event and effect for CLSG?

Corporate & Strategic Implications

Corporate audit teams have highlighted deficiencies with compliance with CoL own policies and systems, the health and safety policy rewrite and subsequent relaunch to staff should ensure CLSG can meet the objectives of the Corporation's Plans.

Implications

Failure to improve compliance could have implications of not meeting the standards required during an ISI inspection, which could lead to reputation damage to the school and corporation. The risks associated with not meeting health, safety and fire legislation include legal, financial and property damage implications to the Corporation and school community.

Conclusion

The CM will continue to work closely with department managers within the school and CoL to ensure that levels of compliance increase and to provide assurances that we, CLSG, are doing all that is necessary to mitigate levels of risk to the school and CoL.

Appendices

- COVID-19 Whole School Risk Assessment (Non-Public – see Appendix F to the Non-Public Report of the Headmistress)

Jane Elliott-Waine

T: 07903902371

E: WaineJ@clsg.org.uk

Committee Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Draft Annual Report and Financial Statements 2019/20 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund	Public
Report of: The Chamberlain	For Information
Report author: Nick Basye, Senior Accountant (Chamberlain's Department)	

Draft Annual Report and Financial Statements for the year ended 31 March 2020

1. The draft 2019/20 Annual Report and Financial Statements for The City of London School for Girls Bursary Fund (charity 1) incorporating The City of London School for Girls Scholarships & Prizes Fund (charity 2) have been submitted to BDO LLP for audit are attached for your information.

2. The governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity number: 276251) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

3. During the year ended 31 March 2020 total funds reduced by £589,951 (2018/19: funds increased by £167,100). This movement comprised:
 - i) Voluntary income of £902,211 (2018/19: £776,896), investment income of £158,246 (2018/19: £151,654) and other income of £500 (2018/19: £0).

 - ii) Expenditure on charitable activities of £828,983 (2018/19: £722,146) which was made up of 50 bursary awards and 24 prizes (2018/19: 45 bursaries awarded and nil prizes). In addition, £66,236 was incurred on raising funds (2018/19: £2,343).

 - iii) A net loss on investments of £755,689 (2018/19: a net loss of £36,961). This loss is discussed in the report Update on CLSG Charity, which is also on the agenda of this meeting.

4. BDO LLP is auditing the draft Annual Report and Financial Statements, which will be submitted to the Finance Committee on 10 November 2020 for approval on behalf of the Court of Common Council.

Recommendation

5. It is recommended that Members receive this report for information.

Appendices

- Appendix 1 – Draft Annual Report and Financial Statements 2019/20 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund.

Contact:

Steven Reynolds

Group Accountant

Chamberlain's Department

T: 020 7332 1382

E: steven.reynolds@cityoflondon.gov.uk

City of London School for Girls (CLSG) Bursary Fund

Incorporating:

City of London School for Girls (CLSG) Scholarships
and Prizes Fund

Annual Report and Financial Statements for the year
ended 31 March 2020

Charity registration numbers 276251 and 276251-5

CONTENTS

ORIGINS OF THE CHARITY	1
TRUSTEE'S ANNUAL REPORT	2
ACHIEVEMENTS AND PERFORMANCE	5
FINANCIAL REVIEW	6
TRUSTEE RESPONSIBILITIES	8
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND	10
STATEMENT OF FINANCIAL ACTIVITIES	13
BALANCE SHEET	14
CASH FLOW STATEMENT	15
NOTES TO THE FINANCIAL STATEMENTS.....	16
REFERENCE AND ADMINISTRATION DETAILS.....	32

ORIGINS OF THE CHARITY

The governing document for the City of London School for Girls Bursary Fund (charity registration 276251; charity 1), incorporating the City of London School for Girls Scholarships and Prizes Fund (charity registration 276251-5; charity 2) is the Scheme approved by The Charity Commission for England and Wales on 1 December 2011. This Scheme replaced the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for the City of London School for Girls Bursary Fund, and the various individual governing documents of the City of London School for Girls Scholarships and Prizes Fund.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document for the City of London School for Girls Bursary Fund (charity registration 276251; charity 1), incorporating the City of London School for Girls Scholarships and Prizes Fund (charity registration 276251-5; charity 2) is the Scheme approved by The Charity Commission for England and Wales on 1 December 2011. This Scheme replaced the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for the City of London School for Girls Bursary Fund, and the various individual governing documents of the City of London School for Girls Scholarships and Prizes Fund. The charity is constituted as a charitable trust.

This scheme further directs that the City of London School for Girls Scholarships and Prizes Fund shall be treated as forming part of the City of London School for Girls Bursary Fund solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of the City of London School for Girls Bursary Fund and the City of London School for Girls Scholarships and Prizes Fund. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of these charities to the Board of Governors of the City of London School for Girls. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London.

The key Committee which has responsibility for directly managing matters related to the charity is the Board of Governors of the City of London School for Girls, which is ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk.

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during the year and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and

the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 32.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as Trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of City of London School for Girls Bursary Fund. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

City of London School for Girls Bursary Fund (Charity 1)

The objective of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by, for example, providing financial assistance to those who:

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

City of London School for Girls Scholarships and Prizes Fund (Charity 2)

The objective of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of this Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

INVESTMENT POLICY

The charity's investments are held in units of the City of London Charities Pool (registered charity 1021138). The investment policy is to provide a real increase in

annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 32.

FUNDRAISING

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Such amounts receivable are presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the Trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received no complaints in relation to fundraising activities in the current year (2018/19: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

POLICY ON GRANT MAKING

The charity has established its grant making policies to achieve its objects, as laid out above, for the public benefit. Applications are assessed via a robust process to ensure the proposed activities for funding will be supported by adequate and appropriate resources and will be used only for activities that match the charity’s criteria. The assessment, management and oversight of the charity’s grant making is provided by the City of London School for Girls, the Bursar and the Chamberlain’s, which is an internal department of The City of London Corporation. Grants are recognised in the Statement of Financial Activities when they have been approved by the Trustee and notified to the Beneficiaries.

PUBLIC BENEFIT STATEMENT

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the City of London School for Girls Bursary Fund and the City of London School for Girls Scholarships and Prizes Fund’s aims and objectives and in planning future activities. The purposes of the charity are as stated above.

Consequently, the Trustee considers that the City of London School for Girls Bursary Fund and the City of London School for Girls Scholarships and Prizes Fund operate to benefit the general public and satisfy the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 32.

ACHIEVEMENTS AND PERFORMANCE

- 1) The aim for the City of London School for Girls Bursary Fund (charity 1) during 2019/20 was to continue to contribute towards the fees payable to the School of pupils who, but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. In accordance with this aim 50 bursaries were awarded during the year amounting to £820,752 (2018/19: 45 bursaries awarded amounting to £706,481); and
- 2) The aim for the City of London School for Girls Scholarships and Prizes Fund (charity 2) during 2019/20 was to continue to assist children to study various subjects at the School and to assist in further education. In 2019/20 24 prizes were allocated from this fund amounting to £1,740 (2018/19: no prizes were allocated from this fund in 2018/19 whilst the School reviewed its funding of scholarships and prizes).

PLANS FOR FUTURE PERIODS

The aims for 2020/21 are:

- i) for The City of London School for Girls Bursary Fund (charity 1) to continue to contribute towards pupils' fees where financial hardship would cause the pupils to be unable to continue at the school; and
- ii) for the City of London School for Girls Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the School.

Prior to the end of the financial year of the charity, the Coronavirus (COVID-19) pandemic began. This impacted on the value of the investments held by the charity and is expected to impact on the future level of income available to meet the objectives of the charity.

The Trustee is monitoring the situation and will continue with its operating model of only committing expenditure from available income funds. Where deemed necessary, future expenditure on charitable activities may be placed on hold until adequate investment income has been received.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2019/20 the charity's total income for the year was £1,060,957, an overall increase of £132,407 against the previous year (2018/19: the charity's total income for the year was £928,550, an overall increase of £314,425 against the previous year).

The key contributor to income was from voluntary income, amounting to £902,211 (2018/19: £776,896), with further income from managed investments of £155,820 (2018/19: £149,586), £2,426 of interest from cash balances held (2018/19: £2,068) and £500 of other income (2018/19: nil).

Expenditure

Total expenditure for the year was £895,219, an overall increase of £170,730 against the previous year (2018/19: total expenditure was £724,489, an overall increase of £160,305 against the previous year). This comprised of spend on charitable activities of £828,983 (2018/19: £722,146) and the cost of raising funds, which amounted to £66,236 (2018/19: £2,343).

Investments performance

As at 31 March 2020, the investments held in the Charities Pool achieved a gross return of -14.78% (2018/19: 4.05%) compared to the FTSE All Share Index return of -18.45% (2018/19: 6.36%). Over three years this fund achieved a return of -2.44% (2018/19: 8.31%) compared to the FTSE All Share Index return of -4.24% (2018/19: 9.51%). Over five years, the fund achieved a return of 1.37% (2018/19: 6.77%) compared to the FTSE All Share Index return of 0.57% (2018/19: 6.10%).

	2019/20		2018/19	
	3 year	5 year	3 year	5 year
Fund	-2.44%	1.37%	8.31%	6.77%
FTSE All Share	-4.24%	0.57%	9.51%	6.10%
Fund outperformance	+1.80%	+0.80%	-1.20%	+0.67%

Funds held

The charity's total funds held decreased by £589,951 to £3,884,746 as at 31 March 2020 (2018/19: the charity's total funds held increase by £167,100 to £4,474,697). This is largely due to losses of £755,689 (2018/19: losses of £36,961) on the investments held within the City of London Charities Pool based on valuations as at 31 March 2020. The valuations are linked to the UK stock market, which experienced a significant fall during February and March 2020 as a result of the Coronavirus (COVID-19) pandemic.

Funds are represented by permanent and expendable endowment funds. The permanent endowment is held to generate income that is accounted for within the

expendable endowment funds. The expendable endowment funds are used for the primary objectives of the charity.

The charity does not hold any unrestricted income funds.

Details of the funds held, including their purpose, is set out within note 11 to the financial statements.

Reserves policy

The reserves policy is to maintain the endowment funds of the charity in investments in the Charities Pool administered by the City of London Corporation and use the donations and investment income together with other funds, in accordance with the objectives of the charity. The Trustee also has the discretion to distribute the expendable endowment as bursaries, prizes and other forms of financial assistance should they deem this is appropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategies to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
The income from investments in the Charities Pool may decline.	Funds are managed by professional fund manager. Monitoring of the fund manager's performance is carried out by the Chamberlain and the Financial Investment Board.
Funding from the City may be reduced following change in its budget policy which could result in serious impact on the charity and lead to adverse user reaction and bad publicity.	Timely representation to be made to the City Corporation if budget policy provides a risk to charity's income. Identify new funders.

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare the financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee of
The City of London Corporation
Corporation
Guildhall, London
XX Month 2020

Jamie Ingham Clark FCA
Deputy Chairman of Finance
Committee of The City of London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND

Opinion

We have audited the financial statements of the City of London School for Girls Bursary Fund incorporating City of London School for Girls Scholarships and Prizes Fund (the charity) for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue

to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustee is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Trustee

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>.

This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condrón (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Restricted Funds £	Endowment Funds £	2019/20 Total Funds £	2018/19 Total Funds £
Income and endowments from:					
Voluntary income	2	97,994	804,217	902,211	776,896
Investments	3	-	158,246	158,246	151,654
Other	4	-	500	500	-
Total income		97,994	962,963	1,060,957	928,550
Expenditure on:					
Charitable activities	5	97,994	730,989	828,983	722,146
Raising funds	6	-	66,236	66,236	2,343
Total expenditure		97,994	797,225	895,219	724,489
Net (losses) on investments	9	-	(755,689)	(755,689)	(36,961)
Net movement in funds	12,13	-	(589,951)	(589,951)	167,100
Reconciliation of funds:					
Total funds brought forward		-	4,474,697	4,474,697	4,307,597
Total funds carried forward	12,13	-	3,884,746	3,884,746	4,474,697

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 16 to 31 form part of these financial statements.

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 Total £	2019 Total £
Fixed assets:			
Investments	9	3,304,448	4,060,137
Total fixed assets		3,304,448	4,060,137
Current assets			
Debtors	10	39,381	53,863
Cash at bank and in hand		804,276	623,114
Total current assets		843,657	676,977
Creditors: Amounts falling due within one year	11	(263,359)	(262,417)
Net current assets		580,298	414,560
Total net assets		3,884,746	4,474,697
The funds of the charity:			
Endowment funds		3,884,746	4,474,697
Restricted funds		-	-
Total funds	12,13	3,884,746	4,474,697

The notes on pages 16 to 31 form part of these financial statements

Approved and signed on behalf of the Trustee.

Dr Peter Kane

Chamberlain of London

XX Month 2020

CASH FLOW STATEMENT

AS AT 31 MARCH 2020

	Notes	2019/20 Total £	Restated 2018/19 Total £
Cash flows from operating activities:			
Net cash provided by operating activities	14	22,916	167,474
Cash flows from investing activities:			
Dividends, interest and income from investments		158,246	151,654
Proceeds from sale of investments		-	11,807
Net cash provided by investing activities		158,246	163,461
Increase in cash in the year		181,162	330,935
Change in cash and cash equivalents in the reporting period		181,162	330,935
Cash and cash equivalents at the beginning of the reporting period		623,114	292,179
Cash and cash equivalents at the end of the reporting period		804,276	623,114

The split between amounts within cash flows from operating activities and investing activities has been restated following review. The overall amounts reported as cash and cash equivalents remain unchanged.

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

The governing Scheme, approved by The Charity Commission for England and Wales on 1 December 2011, directs that the City of London School for Girls Scholarships and Prizes Fund shall be treated as forming part of the City of London School for Girls Bursary Fund solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity only spends the income that is generated from donations and investments, so maintaining its capital base. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential impact of the Coronavirus (COVID-19) pandemic on the value of investment assets held, future income levels and the liquidity of the charity over the next 12-month period. The policy of only approving expenditure commitments from available income provides the flexibility to ensure the long-term viability of the charity despite reductions in investment values that have occurred. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(d) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, managed investment income and interest.

(e) Expenditure

Expenditure is accounted for on an accruals basis and is classified under the principal category of 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

The charity does not employ any staff. Officers of the City Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City Corporation. It is consequently not possible to quantify this assistance within expenditure in the Statement of Financial Activities. The costs of bursaries administration, incurred by the City of London Corporation are charged to the charity.

(f) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(g) Investments

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments were previously valued at mid-price. To ensure compliance with FRS102, bid-price is now used. The difference in valuation as a result in the year is considered immaterial. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

(h) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Permanent endowment fund – this fund consists of funds which are held in perpetuity for the benefit of the charity as a result of conditions imposed by the original donors and trusts. Income generated from the investments which represent these funds can be spent on the charitable purpose of the charity, hence is allocated to the expendable endowment fund. Gains/losses on the underlying assets remain as part of the permanent endowment.

Expendable endowment fund – this fund consists of funds that are expendable as a result of the charity's governing Scheme. Funds can also be invested to generate income which can be spent on the charitable purpose of the charity.

Restricted funds – these include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

(i) Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Restricted funds 2019/20 £	Endowment funds 2019/20 £	Total 2019/20 £
Charity 1 - CLSG Bursary Fund			
Donations and legacies	97,994	450,229	548,223
City of London Corporation match-funding	-	354,488	354,488
Total	97,994	804,717	902,711

	Restricted funds 2018/19 £	Endowment funds 2018/19 £	Total 2018/19 £
Charity 1 - CLSG Bursary Fund			
Donations and legacies	62,988	377,566	440,554
City of London Corporation match-funding	-	336,342	336,342
Total	62,988	713,908	776,896

Voluntary income consists of donations from individuals and organisations which are then match-funded by the City of London Corporation up to a maximum of 2.5% of tuition fee income. The match-funded value is included within note 14 - related party transactions.

3. INCOME FROM INVESTMENTS

	Endowment funds 2019/20 £	Endowment funds 2018/19 £
Charity 1 - CLSG Bursary Fund		
Investment income	152,547	146,444
Interest	2,174	1,729
Total	154,721	148,173
Charity 2 - CLSG Scholarships and Prizes Fund		
Investment income	3,273	3,142
Interest	252	339
Total	3,525	3,481
Charities 1 & 2 total		
Investment income	155,820	149,586
Interest	2,426	2,068
Total - charities 1 and 2	158,246	151,654

4. OTHER INCOME

	Endowment funds 2019/20 £	Endowment funds 2018/19 £
Charity 1 - CLSG Bursary Fund		
Sponsorship	500	-
Total	500	-

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted Direct costs £	Endowment funds Direct costs £	Support costs £	Total 2019/20 £
Charity 1 - CLSG Bursary Fund				
Bursaries awarded	97,994	720,004	2,754	820,752
Ancillary costs of education	-	6,491	-	6,491
Total	97,994	726,495	2,754	827,243
Charity 2 - CLSG Scholarships and Prizes Fund				
Prizes	-	1,740	-	1,740
Total	-	1,740	-	1,740
Charities 1 & 2 total				
Bursaries awarded	97,994	720,004	2,754	820,752
Ancillary costs of education	-	6,491	-	6,491
Prizes	-	1,740	-	1,740
Total	97,994	728,235	2,754	828,983

5. EXPENDITURE ON CHARITABLE ACTIVITIES (CONTINUED)

	Restricted Direct costs £	Endowment funds Direct costs £	Support costs £	Total 2018/19 £
Charity 1 - CLSG Bursary Fund				
Bursaries awarded	62,988	642,596	897	706,481
Ancillary costs of education	-	15,665	-	15,665
Total	62,988	658,261	897	722,146
Charity 2 - CLSG Scholarships and Prizes Fund				
Prizes	-	-	-	-
Total	-	-	-	-
Charities 1 & 2 total				
Bursaries awarded	62,988	642,596	897	706,481
Ancillary costs of education	-	15,665	-	15,665
Prizes	-	-	-	-
Total	62,988	658,261	897	722,146

Charitable activities consist of 50 bursaries (2018/19: 45) and 24 prizes (2018/19: nil) awarded to individuals during the year. Further ancillary costs of education, noted above, were for the provision of uniforms and school trips.

6. EXPENDITURE ON RAISING FUNDS

	Endowment Funds 2019/20 £	Endowment Funds 2018/19 £
Charity 1 - CLSG Bursary Fund		
125th year celebration concert	66,236	2,343
Total	66,236	2,343

7. AUDITOR'S REMUNERATION

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund and does not attempt to apportion the audit fee between the different charities. No other services were provided to the charity by its auditors during the year (2018/19: nil).

8. TRUSTEE EXPENSES

The members of the City of London Corporation acting on behalf of the Trustee did not receive any remuneration or reimbursement of expenses during 2019/20 (2018/19: nil).

9. INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charities Commission (charity number: 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	Total 31 March 2020	Total 31 March 2019
	£	£
Charity 1 - CLSG Bursary Fund		
Market value 1 April	3,974,864	4,022,603
Disposals	-	(11,554)
(Loss) for the year	(739,817)	(36,185)
Market value 31 March	3,235,047	3,974,864
Units held in Charities Pool	455,833	455,833
Charity 2 - CLSG Scholarships and Prizes Fund		
Market value 1 April	85,273	86,302
Disposals	-	(253)
(Loss) for the year	(15,872)	(776)
Market value 31 March	69,401	85,273
Units held in Charities Pool	9,779	9,779
Total charities 1 and 2:		
Total market value 31 March	3,304,448	4,060,137
Total cost 31 March	1,765,156	1,765,156
Total units held in Charities Pool	465,612	465,612

9. INVESTMENTS (CONTINUED)

A loss of £755,689 (2018/19: £36,961) occurred on investments, based on valuations as at 31 March 2020. The valuations are linked to the UK stock market, which experienced a significant fall during February and March 2020 as a result of the Coronavirus (COVID-19) pandemic.

The type of listed investments held as at 31 March was as follows:

	Total 31 March 2020	Total 31 March 2019
	£	£
Equities	2,934,350	3,601,342
Pooled Units	237,920	276,089
Cash held by Fund Manager	132,178	182,706
Total	3,304,448	4,060,137

10. DEBTORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	Total 31 March 2020	Total 31 March 2019
	£	£
Charity 1 - CLSG Bursary Fund		
Sundry debtors	20,036	38,066
Amounts due from HMRC for Gift Aid	19,345	15,797
Total	39,381	53,863

Note: for charity 2, debtors at 31 March 2020 were nil (31 March 2019: nil).

11. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2020	2019
	£	£
Charity 1 - CLSG Bursary Fund		
Bursaries awarded	250,428	262,417
Receipts in advance	12,931	-
Total	263,359	262,417

	2020	2019
	£	£
Charity 1 - bursaries awarded analysis within creditors:		
Commitments at 1 April	262,417	177,144
Commitments made in the year	817,998	705,584
Amounts paid in the year	(829,987)	(620,311)
Commitments at 31 March	250,428	262,417

Note: for charity 2, creditors at 31 March 2020 were nil (31 March 2019: nil).

12. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2020

	Endowment Funds		Total at 31 March 2020	Total at 31 March 2019
	Permanent	Expendable		
Charity 1 - CLSG Bursary Fund	£	£		£
Fixed assets - investments	42,589	3,192,458	3,235,047	3,974,864
Current assets	-	803,992	803,992	639,097
Current liabilities	-	(263,359)	(263,359)	(262,417)
Total	42,589	3,733,091	3,775,680	4,351,544

Charity 2 - CLSG Scholarships and Prizes Fund

Fixed assets - investments	-	69,401	69,401	85,273
Current assets	-	39,665	39,665	37,880
Total	-	109,066	109,066	123,153

Total (charities 1 and 2)	42,589	3,842,157	3,884,746	4,474,697
--------------------------------------	---------------	------------------	------------------	------------------

At 31 March 2019

	Endowment Funds		Total at 31 March 2019	Total at 31 March 2018
	Permanent	Expendable		
Charity 1 - CLSG Bursary Fund	£	£		£
Fixed assets - investments	52,329	3,922,535	3,974,864	4,022,603
Current assets	-	639,097	639,097	341,689
Current liabilities	-	(262,417)	(262,417)	(177,144)
Total	52,329	4,299,215	4,351,544	4,187,148

Charity 2 - CLSG Scholarships and Prizes Fund

Fixed assets - investments	-	85,273	85,273	86,302
Current assets	-	37,880	37,880	34,147
Total	-	123,153	123,153	120,449

Total (charities 1 and 2)	52,329	4,422,368	4,474,697	4,307,597
--------------------------------------	---------------	------------------	------------------	------------------

13. MOVEMENT IN FUNDS

TOTAL MOVEMENT IN FUNDS

At 31 March 2020

	Total 1 April 2019 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2020 £
Endowment funds:						
Expendable	4,422,368	960,955	(797,225)	(745,949)	2,008	3,842,157
Permanent	52,329	2,008	-	(9,740)	(2,008)	42,589
Restricted funds:						
11+ Tower Hamlets Bursaries (7 years)	-	28,818	(28,818)	-	-	-
11+ Bursaries (5 years)	-	26,712	(26,712)	-	-	-
Lower Sixth Bursaries (2 years)	-	23,058	(23,058)	-	-	-
Sixth Form STEM Bursaries (1 or 2 years)	-	14,000	(14,000)	-	-	-
11+ Bursaries (7 years)	-	5,406	(5,406)	-	-	-
Total funds	4,474,697	1,060,957	(895,219)	(755,689)	-	3,884,746

At 31 March 2019

	Total 1 April 2018 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2019 £
Endowment funds:						
Expendable	4,254,788	863,634	(661,501)	(36,481)	1,928	4,422,368
Permanent	52,809	1,928	-	(480)	(1,928)	52,329
Restricted funds:						
11+ Tower Hamlets Bursaries (7 years)	-	27,576	(27,576)	-	-	-
Lower Sixth Bursaries (2 years)	-	16,378	(16,378)	-	-	-
11+ Bursaries (5 years)	-	13,628	(13,628)	-	-	-
11+ Bursaries (7 years)	-	5,406	(5,406)	-	-	-
Total funds	4,307,597	928,550	(724,489)	(36,961)	-	4,474,697

MOVEMENT IN FUNDS OF CHARITY 1 - CLSG BURSARY FUND

At 31 March 2020

	Total 1 April 2019 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2020 £
Endowment funds:						
Expendable	4,299,215	957,430	(795,485)	(730,077)	2,008	3,733,091
Permanent	52,329	2,008	-	(9,740)	(2,008)	42,589
Restricted funds:						
11+ Tower Hamlets Bursaries (7 years)	-	28,818	(28,818)	-	-	-
11+ Bursaries (5 years)	-	26,712	(26,712)	-	-	-
Lower Sixth Bursaries (2 years)	-	23,058	(23,058)	-	-	-
Sixth Form STEM Bursaries (1 or 2 years)	-	14,000	(14,000)	-	-	-
11+ Bursaries (7 years)	-	5,406	(5,406)	-	-	-
Total funds - charity 1	4,351,544	1,057,432	(893,479)	(739,817)	-	3,775,680

At 31 March 2019

	Total 1 April 2018 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2019 £
Endowment funds:						
Expendable	4,134,339	860,153	(661,501)	(35,704)	1,928	4,299,215
Permanent	52,809	1,928	-	(480)	(1,928)	52,329
Restricted funds:						
11+ Tower Hamlets Bursaries (7 years)	-	27,576	(27,576)	-	-	-
Lower Sixth Bursaries (2 years)	-	16,378	(16,378)	-	-	-
11+ Bursaries (5 years)	-	13,628	(13,628)	-	-	-
11+ Bursaries (7 years)	-	5,406	(5,406)	-	-	-
Total funds - charity 1	4,187,148	925,069	(724,489)	(36,184)	-	4,351,544

MOVEMENT IN FUNDS OF CHARITY 2 - CLSG SCHOLARSHIPS AND PRIZES FUND

At 31 March 2020

	Total 1 April 2019 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2020 £
Endowment funds:						
Expendable endowment	123,153	3,525	(1,740)	(15,872)	-	109,066
Total funds - charity 2	123,153	3,525	(1,740)	(15,872)	-	109,066

At 31 March 2019

	Total 1 April 2018 £	Income £	Expend- iture £	Gains & (losses) £	Transfers £	Total 31 March 2019 £
Endowment funds:						
Expendable endowment	120,449	3,481	-	(777)	-	123,153
Total funds - charity 2	120,449	3,481	-	(777)	-	123,153

A loss of £755,689 (2018/19: £36,961) occurred on investments, based on valuations as at 31 March 2020. The valuations are linked to the UK stock market, which experienced a significant fall during February and March 2020 as a result of the Coronavirus (COVID-19) pandemic.

Purpose of endowment funds

The permanent endowment fund is held in perpetuity as a capital fund to generate income for the activities of the charity. This consists of one scholarship and prize fund identified within the governing scheme, to be held by charity 1.

The expendable endowment fund is invested as a capital fund to generate income for the activities of the charity, including support in the form of bursaries, scholarships and prizes in accordance with the objectives of the charity. This consists of the seven scholarships and prizes funds identified in the charity's governing Scheme.

Purpose of restricted funds

The following restricted funds are held within charity 1:

11+ Bursaries (5 years) – donations were received to fund full or partial bursaries for one or more pupils in year 7 for their studies up to and including year 11.

11+ Bursaries (7 years) – donations were received to fund full or partial bursaries for one or more pupils in year 7 for their studies up to and including year 13.

11+ Tower Hamlets Bursaries (7 years) – donations were received to fund full or partial bursaries for one or more resident in the London Borough of Tower Hamlets in year 7 for their studies up to and including year 13.

Lower Sixth Bursaries (2 years) – donations were received to fund full or partial bursaries for one or more pupils in the lower sixth for the duration of their studies in the sixth form.

Sixth Form STEM Bursaries (1 or 2 years) – donations were received to fund full or partial bursaries for one or pupils in lower or upper sixth studying subjects related to science, technology, engineering or mathematics.

14. NOTE TO THE STATEMENT OF CASH FLOWS

Reconciliation of net income to net cash inflow from operating activities:

	2019/20	Restated 2018/19
	£	£
Net income / (expenditure) for the reporting period as per the Statement of Financial Activities	(589,951)	167,100
Adjustments for:		
Dividends, interest and income from investments	(158,246)	(151,654)
Losses on investments	755,689	36,961
Decrease in debtors	14,482	29,794
Increase in creditors	942	85,273
Net cash provided by/(used in) operating activities	22,916	167,474

Analysis of cash and cash equivalents

	2019/20	2018/19
	£	£
Cash in hand	804,276	623,114
Total cash and cash equivalents	804,276	623,114

The split between amounts within cash flows from operating activities and investing activities has been restated following review. The overall cash and cash equivalents remain unchanged.

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. (Update table in Excel with the amounts due at balance sheet date).

Related party	Connected party	2019/20	2018/19	Detail of transaction
		£	£	
City of London Corporation	The Trustee of the charity	354,488	336,342	Match-funding up to a maximum of 2.5% of tuition fee income
City of London Corporation	The Trustee of the charity	155,820	149,586	Distribution from the Charities Pool
City of London Corporation	The Trustee of the charity	(2,754)	(897)	Bursary administration costs

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAMES & NUMBERS: City of London School for Girls Bursary Fund (276251; charity 1) incorporating City of London School for Girls Scholarships and Prizes Fund (276251-5; charity 2).

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Dr Peter Kane - The Chamberlain of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., PO Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

INVESTMENT ADVISORS:

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

Contact for The Chamberlain, to request copies of governance documents:

PA-DeputyChamberlain@cityoflondon.gov.uk.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank